

HB

HANDBOOK

NO.

CORRESPONDENCE - GENERAL  
REVISED (DATE)

## Chapter V

### CORRESPONDENCE PREPARED FOR THE SIGNATURE OR THE ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

#### 111. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:
  - \* Original (DCI or DDCI letterhead bond).
  - Courtesy Copy (tissue letterhead).
  - Copy for "Through" addressees, if any (tissue letterhead).
  - Executive Registry Copy (plain white or yellow tissue, depending upon whether the yellow Official File Copy is to be retained at another level.)
  - Signer's copy (plain white tissue).
  - Copy for return to originator (plain white tissue).
  - Information and other copies as may be desired by originator.
- b. Letters addressed to private individuals and organizations other than listed in paragraph a. above:

Same as above except that no courtesy copy is prepared.
- c. Memorandums forwarded to DCI or DDCI for approval thereon:
  - Original, which normally is returned to the originator upon approval or disapproval (plain bond).
  - Official File Copy for Executive Registry (plain yellow tissue).
  - Copy for approving official (plain white tissue).
  - Information and other copies as may be desired by originator.

\*NOTE: In the Director's absence, correspondence prepared for the Acting Director's signature is typed on letterhead stationery marked "Office of the Director," not "Office of the Deputy Director."

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112. Identifying the Nature of Correspondence

- a. All correspondence addressed to the DCI or the DDCI should open with a sentence similar to one of the following:
  - (1) "This memorandum is for information only, particular reference is made to paragraphs \_\_\_\_\_."
  - (2) "This memorandum suggests action on the part of the DCI (or DDCI). Such requested action is contained in paragraph \_\_\_\_\_."
  - (3) "This memorandum contains a recommendation submitted for DCI (or DDCI) approval. Such recommendation is contained in paragraph \_\_\_\_\_. (Also, see Paragraph 117a.)"
- b. Correspondence for the signature of the DCI or the DDCI shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. Do not date the brief at the time of typing it unless assured that it will be signed on the same day. Exhibit 7 illustrates the format of a correspondence brief.

113. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or the Deputy Director of Central Intelligence.

114. Identification of Second and Succeeding Pages. The methods of identifying the second and succeeding pages of memorandums and letters, as described in Paragraph 18, shall not be used in correspondence addressed to or prepared for the signature of the DCI or the DDCI.

115. Complimentary Close, Signature and Title.

- a. The complimentary close preferred by both the DCI and the DDCI is "Sincerely," except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.
- b. Correspondence shall bear the following typed signatures and titles:

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For the Signature  
of the DCI:

ALLEN W. DULLES\*  
Director

For the Signature  
of the DDCI:

G. P. CASELL\*  
Lieutenant General, USAF  
Deputy Director

\*Type the signature in all caps if the correspondence is a memorandum; in initial caps if the correspondence is a letter.

- c. In the Director's absence, "Acting Director" is substituted for "Deputy Director," and "Office of the Director" stationery is used.

116. Disposition of Basic Correspondence. If the correspondence for the signature of the DCI or DDCI is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence.  
For example:

Distribution:

- Orig. and 1 - Addressee  
1 - C/AAA w/oy of basic  
2 - C/BBB  
1 - Exec. Reg. w/basic  
1 - DCI

117. Concurrences and Approval

- a. All papers submitted for DCI or DDCI action, which require a signature to denote approval, will contain in the final paragraph a recommendation which clearly briefs the action recommended. The paper shall further contain the following words in the place provided for DCI or DDCI signature:  
"The recommendation (s) in paragraph \_\_\_\_\_ is (are) approved."  
The concurrences of the Deputy Director and appropriate Officers subordinate to him shall also be shown on the same page. See example on next page.

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EXAMPLE OF CONCURRENCES AND APPROVAL

4. It is therefore recommended that the verbal agreement described above be concluded officially.

Chief, Management Staff

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CONCURRENCES:

\_\_\_\_\_  
Deputy Director (Support)

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

The recommendation in paragraph 4 is approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

- 
- b. In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signature, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring official. (See next page for continuation)

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The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY," and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts, and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.